SC DEPARTMENT OF CORRECTIONS -JOB POSTING NOTICE (EOE)-

OPENING DATE: 03/17/15 CLOSING DATE: 03/26/15 (4:30 PM)

SCDC INTERNAL TITLE: ADMIN SPEC II SCDC POSITION #: 011229

HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM LOCATION: LOWER SAVANNAH PRE-RELEASE CENTER, AIKEN (AIKEN) LEVEL 1

STATE JOB TITLE: ADMIN SPECIALIST II STATE JOB CLASS: AA50

BAND: 03 SALARY RANGE \$ 021484 - \$ 039754 SPECIAL INCENTIVE: NO

LEVEL: C SALARY RANGE \$ 023237 - \$ 036774 SCEIS POSITION #: 61019508

STATE OF SC MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:
A HIGH SCHOOL DIPLOMA. RELATED CLERICAL EXPERIENCE MAY
BE SUBSTITUTED FOR A HIGH SCHOOL DIPLOMA.

AGENCY PREFERRED QUALIFICATIONS:

TWO (2) YEARS OF CLERICAL EXPERIENCE; OR A DEGREE MAY BE SUBSTITUTED FOR THE WORK EXPERIENCE. MAY BE REQUIRED TO HAVE EXPERIENCE IN CRT AND/OR PERSONAL COMPUTER.

DESCRIPTION OF DUTIES:

MAINTAINS A CURRENT AND ACCURATE FILING SYSTEM. SCREENS INCOMING
TELEPHONE CALLS, ROUTES APPROPRIATELY OR TAKES MESSAGES. REVIEWS
CORRESPONDENCE AND DIRECTIVES AND DISTRIBUTES TO APPROPRIATE
PERSONNEL FOR HANDLING. UPDATES AND MAINTAINS POLICY MANUALS AND
ASSISTS IN THE ORGANIZATION OF MANAGEMENT REVIEW FILES. UPDATES
EMPLOYMENT SCHEDULES FOR INMATES ON A WEEKLY BASIS. MAKES COMPUTER
ENTRIES TO UPDATE INFORMATION ON RECORDS AS DIRECTED BY STAFF.
MAINTAINS CONTACT WITH THE PAROLE AGENT AND VOCATIONAL REHABILITATION
EMPLOYMENT COUNSELOR. ASSISTS WITH GED, WORK KEYS, DMV IDS & SOCIAL
SECURITY CARDS. MANAGES 'CHARACTER FIRST' PROJECT. SERVES AS BACKUP
FOR WORK RELEASE ACCOUNTING AND LEAVE AND ATTENDANCE; ORGANIZE INMATE
ORIENTATION. PERFORMS OTHER DUTIES AS REQUIRED BY SUPERVISOR.

COMMENTS:

MUST ATTEND SCDC BASIC TRAINING

*** THIS IS A RE-ANNOUNCEMENT***